

# **United States District Court, Western District of Louisiana**

## **Mandatory Electronic Filing**

Electronic case filing will be mandatory in the United States District Court, Western District of Louisiana, on **January 1, 2008**. After that date, all documents filed with the court must be filed using the Western District's Electronic Filing System ("ECF") unless otherwise exempted pursuant to a court order. The Western District will join the other two federal district courts in Louisiana that have already implemented mandatory electronic filing.

The Western District requires that an attorney or authorized staff member attend a training class in this district or another district or bankruptcy court before receiving a login and password to electronically file. The Western District offers classes in each of its five divisional offices. Attorneys may sign up for class by going to the court's website, [www.lawd.uscourts.gov](http://www.lawd.uscourts.gov), clicking on "Court Operations," scrolling down to find ECF, and then clicking on the training class schedule. Attorneys receive free CLE for attending the class.

Attorneys that have already trained in another district or bankruptcy court may receive a login and password by simply completing an "Attorney/Participant Registration Form" and a "CM/ECF Training Waiver Request Form." Both forms can also be found on the website's home page under "Court Operations" and scrolling down to find ECF, "To Waive Training." The forms may then be faxed to the court at (318) 676-3962. Attorneys should allow 24 hours for processing. A login and password will then be emailed to the attorney.

Attorneys are encouraged to beat the rush and sign up for one of the many classes offered throughout the year in each divisional office. **For more information, please contact Pam Mitchell, ECF Coordinator at (318)934-4743 or the court's CM/ECF Help Desk at 1-866-323-1101.**